

ARIZONA VETERANS SERVICE COMMISSION

INTERNAL MANAGEMENT POLICY 96-05

SUBJECT: REVIEW OR REPRODUCTION OF EMPLOYEE PERSONNEL FILES

EFFECTIVE DATE: July 1, 1997 (Supersedes 96-05, July 8, 1996)

- 1.0 POLICY: It is the policy of the Commission that employee information which is not considered public information is to be held **CONFIDENTIAL**. Only persons identified in this policy may access employee personnel records. The policy requires that supervisors, managers, and other employees with access to confidential files preserve the confidentiality of personnel records for both prospective and current state employees. Other persons designated by law may be covered.
- 2.0 AUTHORITY: A.R.S § 39-121, A. A. C. R.-5-105.
- 3.0 RESPONSIBILITY:
 - 3.1 Only the following persons may access an employee's personnel file:
 - 3.1.1 The employee,
 - 3.1.2 Anyone who has written authorization from the employee to review the personnel file,
 - 3.1.3 The employee's supervisor or anyone in the employee's line of supervision,
 - 3.1.4 Agency officials in the normal line of duty,
 - 3.1.5 A State hiring supervisor who is considering the employee for appointment to a state job,
 - 3.1.6 Officials acting in response to court orders or subpoenas.
 - 3.2 Access to Personnel records other than employee personnel files noted above will be granted only on a need to know basis and must be authorized by the Director, AVSC.
- 4.0 PROCEDURES: Employee files may be reviewed or reproduced under the following conditions:
 - 4.1 Prearrangement with the Human Resources Office is to be made; it may be made orally or in writing, via AVSC form 01-74, Personnel File Review.

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4.2 At the appointed time, the person reviewing the file may review it in the Human Resources Office. Identification or proof of authority to review the file may be required at this time.

4.2.1 The file may not be removed from the Human Resources Office.

4.2.2 The reviewer may not remove anything from the file.

4.3 Requests for copies of specific items in the file must be approved by the professional staff of the Human Resources Office.

4.3.1 Costs to reproduce records will be billed to the requesting party at a cost of \$.25 per copy.

4.3.2 The professional staff of the Human Resources Office will ensure that copies are prepared by the requested date unless an extension is requested.

4.4 When files are to be reviewed or reproduced in response to a subpoena, before releasing the information, the Human Resources Office must obtain consent from the appropriate Assistant Attorney General.

4.4.1 Costs to reproduce records will be billed to the requesting Attorney pursuant to A.R.S §12-351.F.1.

4.4.2 The professional staff of the Human Resources Office will ensure that copies are prepared by the requested date unless an extension is requested.

4.5 A record of when and who reviews a file will be kept by Human Resources in the personnel file.

5.0 IMPLEMENTATION: This policy shall be implemented without change on the effective date.

Attachment: AVSC Form 01-74

Norman O. Gallion, Director